

DOCUMENTS CROSS-REFERENCED

ATTACHED:

NTISSC 211

## ROUTING AND TRANSMITTAL SLIP

Date  
11-26

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1.		
2. EXDIR FYI		✓
3. <span style="border: 1px solid black; padding: 2px;">ER</span>		
4.		
5.		

STAT

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

Helen: *ER*

Pls have ER process these blue memoranda as they would any other correspondence coming into the building. The memo on telecommunications (22-1) should go to OC for action; memo on information systems (21-1) should go to ODP for action, as should future papers on these topics. O/EXDIR should be info on future distribution of NTISSC memoranda along with the IC Staff.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)  WW	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

\* GP : 1981 O - 341-529 (123)

**EXECUTIVE SECRETARIAT****ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR		X		
4	D/ICS		X		
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19	D/OC	X			
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21					
22					

ILLEGIB

STAT

SUSPENSE

Date

Remarks To 19: For action and direct response.  
Also, please provide the name of your rep  
to EXDIR.

3637 (10-81)

04 Nov 84  
Date

# NTISSC

NATIONAL  
TELECOMMUNICATIONS  
AND  
INFORMATION SYSTEMS  
SECURITY  
COMMITTEE

NTISSC 22-/1

23 November 1984

## MEMORANDUM FOR THE MEMBERS AND OBSERVERS, NATIONAL TELECOMMUNICATIONS AND INFORMATION SYSTEMS SECURITY COMMITTEE

SUBJECT: Representation on the NTISSC's Permanent Subcommittee  
on Telecommunications Security

1. The National Security Decision Directive (NSDD) Number 145 signed into effect 17 September 1984 by the President, provides for your representative's participation in the work of the permanent Subcommittee on Telecommunications Security (STS). Your representative and designated alternate should have a TOP SECRET/SI/TK security clearance.

STAT 2. The Executive Secretary of the STS is [redacted]  
[redacted] telephone (301) 688-7355, mailing address: National  
STAT Security Agency, ATTN: Executive Secretary, NTISSC, Fort  
George G. Meade, MD, 20755-6000. Please provide him the name,  
mailing address, phone number(s) and security clearance of your  
representative and designated alternate not later than  
3 December 1984.

3. The first meeting of the STS will be held on 18 December 1984 from 0900-1200 hours, in the Director, DIA Conference Room, room 3E267, the Pentagon. Enclosed are the approved STS Charter and the agenda for the first STS meeting. Additional agenda items may be submitted to the STS secretariat prior to the 18 December meeting.

4. The STS is charged to complete an evaluation of the status of telecommunications systems security by February 1985. Members should come to the meeting with a written characterization (location and number of nodes, information supported, cost of operation, and type of encryption) of their major existing and planned networks which are now secure or are planned to be secured.


5. The National Security Agency representative will provide to the STS an inventory of all cryptographic equipment, existing and planned, to include number, availability, cost, and operational burdens, such as, lack of automated key distribution and incompatibilities.



6. The NTISSC Secretariat will provide a report of all current telecommunications systems security policies.

7. The Department of Commerce STS representative should be prepared to present a preliminary organization structure of how the STS will interface with the private sector and other government committees to accomplish the task as given in NSDD-145.

Regards

  
Chairman,  
Subcommittee on Telecommunications Security

2 Encls:  
a/s

AGENDA

STS MEETING

STAT



Chairman

- |  |                               |
|--|-------------------------------|
| I. Opening Remarks   | Chairman                      |
| II. Introduction of Members  | All                           |
| III. Determination of STS<br>Responsibilities/Conflicts                    | Transportation                |
| IV. Discussion of Agency Existing and<br>Planned Communication Systems     | All                           |
| V. Cryptographic Equipment Available<br>to include Key Distribution        | NSA                           |
| VI. Organizational Interfaces between<br>Federal Government/Private Sector | Commerce                      |
| VII. Actions Assigned  | Chairman                      |
| VIII. Report on Telecommunications<br>Systems Security Policies            | NTISSC<br>Executive Secretary |

# **NATIONAL TELECOMMUNICATIONS AND INFORMATION SYSTEMS SECURITY COMMITTEE**

## **CHARTER**

### **for the**

### **SUBCOMMITTEE ON TELECOMMUNICATIONS SECURITY**

The National Policy on Telecommunications and Automated Information Systems Security, (National Security Decision Directive 145) authorizes and directs the establishment, under the National Telecommunications and Information Systems Security Committee (NTISSC), of a permanent Subcommittee on Telecommunications Security (STS). In accordance with the policies of NSDD-145 and the Governing Procedures of the NTISSC, this Charter specifies the organization, responsibilities, and mission of the STS.

Matters under the cognizance of the STS and subject to the deliberations and actions of the STS include telecommunications technology, secure voice systems, secure record and data systems, space and satellite telecommunications systems, weapons and strategic defense telecommunications systems, command and control telecommunications systems, compromising emanations, and other such related areas as may be determined by the Subcommittee to be appropriate. The Subcommittee also subsumes the responsibilities of the former National Communications Security Committee Subcommittee on Compromising Emanations.

1. The Subcommittee shall be composed of one voting representative of each organization represented on the NTISSC. One alternate for each principal STS representative shall be designated to act with plenary powers in the absence of the principal. Representatives, alternates, and observers shall have a TOP SECRET clearance.
2. Departments, Agencies and other government organizations committed to expeditious implementation of national telecommunications security policy, and which are not represented on the NTISSC, may be invited by the Chair, NTISSC to participate in STS activities. Each such organization may be represented on the STS by an observer, who shall have all rights and privileges of representatives, except the right to vote.
3. The Chair of the STS shall be the Assistant Secretary, Electronic Systems and Information Technology, Department of the Treasury. The NTISSC Secretariat also will serve as the secretariat to the STS.

4. The STS representatives should meet at least once per quarter each calendar year or more often at the call of the Chair or at the request of a majority of the representatives, but not less than two times per year. A tentative agenda for each subsequent year shall be established by the STS Secretariat before the end of the last quarter of the current calendar year.

5. The permanent Subcommittee shall have as its procedures the following:

a. The STS will reach decisions on matters within its cognizance by majority vote. The Chair shall vote in the event of a tie. Dissenting views, with supporting rationale, may be provided by any representative, brought to the attention of the NTISSC Secretariat, and forwarded to the full Committee.

b. Subjects for consideration by the STS may be referred to it by the NTISSC or by any STS representative or observer. The Secretariat will at least annually specifically solicit issues from the STS representative for the forthcoming year.

c. The Chair will publish an agenda and summary minutes of the STS and its subordinate bodies which shall be the official record of business. The agenda shall be provided 10 working days before each meeting and the minutes within 10 working days after each meeting.

d. Such other procedures as may be required to conduct the chartered activities of the STS may be determined by the STS membership.

6. The STS is empowered to establish such permanent or temporary subordinate bodies as may be necessary to accomplish its responsibilities under the provisions of this Charter. Such bodies will establish their own procedures, but be established only for such definite term as the STS designates.

7. The STS is responsible to the full NTISSC membership for, and reports to the NTISSC Chair on:

a. Developing, formulating and recommending, for approval and establishment by the NTISSC, specific operating policies, objectives, and priorities, affecting matters under the cognizance of the STS, as may be required to achieve the broad telecommunications security policies and objectives established by NSDD-145, or such guidance as may be subsequently issued by the Systems Security Steering Group.

b. Developing a program to work with the private sector in accordance with NSDD-145.



c. Providing a forum for the interchange of information among NTISSC members on all aspects of telecommunications security.

d. Evaluating annually the status of telecommunications systems security with respect to established objectives and policies and submit that evaluation to the Chair, NTISSC. Included in the evaluation will be information on the threat to and evidence of exploitation of U.S. Government and government contractor telecommunications systems.

e. Developing telecommunications systems security guidance for NTISSC to provide to the departments and agencies of the government. Guidance refers to direction, decision, instruction or advice which concerns telecommunications security standards, criteria, equipments, and applications.

f. Interacting with other permanent or temporary subcommittees of the NTISSC as necessary to combine, coordinate or advise on the implementation of security or protective measures where appropriate. This interaction shall take into consideration the differing levels of technology which may prevail among or between countermeasures systems.

g. Providing status reports and identifying actions and subjects which require the attention of the NTISSC in support of promoting and expediting the implementation of telecommunications security programs throughout the government and, in so far as it impacts on the operations of related communications between industry, the government, and the private sector.

h. Performing or carrying out other responsibilities relating to telecommunications security as may be directed by the NTISSC.

8. The effective date of this Charter is 8 November 1984. The Charter and activities of the STS will be reviewed annually by the NTISSC.

ILLEGIB

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# NTISSC

NATIONAL  
TELECOMMUNICATIONS  
AND  
INFORMATION SYSTEMS  
SECURITY  
COMMITTEE

NTISSC 21/1  
21 November 1984

## MEMORANDUM FOR THE MEMBERS AND OBSERVERS, NATIONAL TELECOMMUNICATIONS AND INFORMATION SYSTEMS SECURITY COMMITTEE

SUBJECT: Representation on the NTISSC's Permanent Subcommittee  
on Automated Information Systems Security (SAISS)

1. The National Security Decision Directive (NSDD) Number 145 signed into effect 17 September 1984 by the President, provides for your representative's participation in the work of the permanent SAISS. Your representative and designated alternate should have a TOP SECRET/SI/TK security clearance.

STAT

STAT

2. The Executive Secretary of the SAISS is [redacted] telephone (301) 688-7355. Please ensure that she has the name, mailing address, phone number(s) and TOP SECRET/SI/TK security clearance not later than 30 November 1984.

STAT

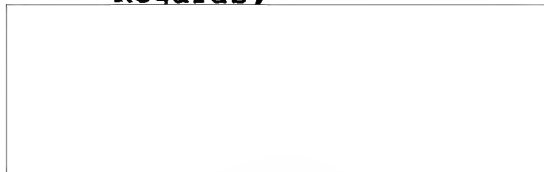
3. Enclosed are the operating procedures for the NTISSC and its two permanent subcommittees as adopted at the first NTISSC meeting held 8 November 1984. A proposed agenda for the SAISS has also been enclosed for your representatives review prior to the first SAISS meeting scheduled for 10 December 1984, from 0900-1100 hours in the Director, DIA Conference Room, room 3E267, the Pentagon. In addition to the information requested above, comments/concurrence/additions to the proposed agenda topics should also be forwarded to the Executive Secretary by 30 November 1984. [redacted] mailing address is: National Security Agency, ATTN: Executive Secretary, NTISSC, Fort George G. Meade, MD, 20755-6000.

4. Your representative should come prepared to participate in the SAISS action item and to discuss the coming year's proposed agenda. Notification of attendance by other than the representative or designated alternate shall be in writing to the Executive Secretary and will stipulate that the attendant is empowered to cast a vote in the representative's behalf.

NTISSC 21/1

5. I wish to take this opportunity to welcome in advance your representative to the SAISS Subcommittee and to participate in Subcommittee activities.

Regards,



~~Chairman~~  
Subcommittee on Automated  
Information Systems Security


2 Encls:  
a/s

STAT

AGENDA

SAISS MEETING

STAT

 Chairman

- I. Opening Remarks
- II. Introduction of Members
- III. SAISS Charter and Procedures
- IV. SAISS Initial Action Item
  - Develop the first annual evaluation of the status of automated information systems security in the government (due to the NTISSC on 15 February 1985)
- V. Proposed SAISS Agenda Items
  - A. Adopt a meeting schedule for the year
  - B. Suggested topics for the year
    - 1. Develop a program to work with the private sector in accordance with NSDD 145
    - 2. Formulate specific operational policies for automated information systems security in the government
    - 3. Establish the direction and priorities for securing automated information systems
      - a. Have current systems meet the requirements of the C2 rating IAW the Trusted Computer Systems Evaluation Criteria (TCSEC)
      - b. By FY88 have many products of diverse size and type rated in the range of B3 to A1 IAW the TCSEC
      - c. Fund R&D efforts for "beyond-A1" technology
- VI. Review of NTISSC Items

NTISS Directive No. 900

Date: 8 November 1984

**GOVERNING PROCEDURES  
of the  
NATIONAL TELECOMMUNICATIONS AND INFORMATION SYSTEMS  
SECURITY COMMITTEE**

**Section I - Establishment and Purpose**

1. National Security Decision Directive (NSDD) 145, entitled "National Policy on Telecommunications and Automated Information Systems Security," dated September 17, 1984, establishes initial national objectives, policies, and an organizational structure to guide the conduct of national activities directed toward safeguarding systems which process or communicate sensitive information from hostile exploitation, establishes a mechanism for policy development, and assigns responsibilities for implementation. The Directive, Section 3, establishes a senior level steering group, an interagency group at the operating level, an executive agent, and a national manager to implement these objectives and policies. The National Telecommunications and Information Systems Security Committee (NTISSC) is established to operate under the direction of the Steering Group to consider technical matters and develop operating policies as necessary to implement the provisions of NSDD 145.

2. The purpose of this National Telecommunications and Informations Systems Security Directive is to establish the operating procedures governing the NTISSC and subordinate bodies as well as delineate the interrelationships between and among the Committee and the Systems Security Steering Group, the Executive Agent, and the National Manager. NSDD-145, Section 4, creates and specifies one of the responsibilities of the Systems Security Steering Group (the "Steering Group"), will be to monitor the activities of the operating level National Telecommunications and Information Systems Security Committee (the "Committee") and provide guidance for its activities.

**Section II - Membership and Officers**

1. The National Telecommunications and Information Systems Security Committee (NTISSC) shall be chaired by the Assistant Secretary of Defense for Command, Control, Communications and Intelligence, ASD(C3I), and be composed of voting representatives from the departments, agencies, or entities ("organizations") of the Federal Government officers designated in NSDD 145, Section 5, and listed in this Directive as Appendix A.

2. Federal Government officers, listed in Appendix A, shall designate a "representative" to serve on and attend to Committee functions, meetings, or activities. Alternate representatives will be permitted provided that advance written notification be provided to the Chairman. This written notification must identify the alternate, state that the individual will be empowered to speak for the department or agency he/she is representing and indicate the appropriate security clearance.

3. The Committee may make recommendations to the Steering Group on Committee membership. The Committee will also establish criteria and procedures for permanent observers from other departments or agencies affected by specific matters under deliberation. Qualified observers may attend Committee meetings and participate in Committee activities upon invitation of the Chair.

4. All organizations represented on the Committee, or invited to participate, shall accredit in writing to the Chair, their representatives or observers for participation in the Committee.

5. Personnel participating in the activities of the Committee, and subordinate bodies, shall possess, as a minimum, a TOP SECRET SI and TK security clearance. Written verification of security clearances shall be submitted to the Executive Secretary.

### Section III - Subordinate Bodies of the NTISSC

1. The Committee shall have two permanent subordinate bodies: a Subcommittee on Telecommunications Security and a Subcommittee on Automated Information Systems Security. The subcommittees shall interact closely and any recommendations concerning implementation of protective measures shall combine and coordinate both areas as appropriate. The permanent subcommittees shall be comprised of representatives from the organizations which are represented on the Committee.

2. The Committee may establish such other permanent and temporary subordinated bodies as necessary to discharge its activities and responsibilities. These bodies may be composed of representatives or other individuals as the Committee shall select, and must be established by majority vote of the Committee.

3. Subordinate body procedures and specific responsibilities shall be governed by separate charter.

4. The Committee or the Chair, as appropriate, shall provide guidance to ensure the effective functioning of subordinate bodies.

5. The Committee shall have a permanent Executive Secretariat composed of personnel of the National Security Agency and such other personnel from organizations represented on the Committee as are requested by the Chair.

#### **Section IV - Activities and Responsibilities**

1. The activities and responsibilities of the NTISSC are directed by NSDD-145. In order to execute these activities and responsibilities the NTISSC shall:

a. develop, through attendance and participation in meetings or other activities specific operating policies, objectives, and priorities as may be required to implement NSDD-145.

b. provide telecommunication and automated information systems security guidance to the departments and agencies of the government.

c. submit annually to the Steering Group an evaluation of the status of national telecommunications and automated information systems security with respect to established objectives and priorities. Included in the evaluation will be Committee finding on the threat to and evidence of the exploitation of Government, and Government contractors telecommunications and automated information security systems.

d. identify systems which handle sensitive, non-government information, the loss and exploitation of which could adversely affect the national security interest, for the purpose of encouraging, advising and, where appropriate, assisting the private sector in applying security measures.

e. approve the release of sensitive systems technical security material, information, and techniques to foreign governments or international organizations with the concurrence of the Director of Central Intelligence for those activities which he manages.

f. establish and maintain, a national system for promulgating the operating policies, directives, guidance, and disseminating advisory information which may be issued pursuant to NSDD-145. The Executive Secretary will be responsible for maintaining the NTISS issuance system in conformance with Appendix B.



g. establish permanent and temporary subcommittees as necessary to discharge the Committee responsibilities and monitor, provide guidance and direction to the subordinate bodies of the Committee.

h. make recommendations to the Steering Group on Committee membership and establish criteria and procedures for permanent observers from other departments or agencies affected by specific matters under deliberation, who may attend meetings upon invitation of the Chairman.

i. interact with the National Communications Systems Committee of Principals established by Executive Order 12472 to ensure the coordinated execution of assigned responsibilities.

2. The Committee representatives shall:

a. be fully empowered to act on Committee matters on behalf of their respective organizations;

b. serve as their organizations' point of contact for Committee and other matters related to the NTISSC;

c. provide complete and timely staffing of Committee actions within their organizations;

d. provide, through attendance and participation in Committee meetings, or other functions, their respective organizations' positions on matters before the Committee;

e. serve as representatives to subordinate Committee bodies at the discretion of their organizations and provide guidance to other individuals from their organizations serving on subordinate bodies;

f. provide reports, comments, or recommendations to the Committee, as required, through the Executive Secretary;

g. ensure that their respective organizations are apprised of Committee matters and other activities related to the Committee.

3. The Chair, in addition to the responsibility to keep the Executive Agent informed of significant current matters under consideration by the Committee, shall:

a. convene, preside over, and adjourn Committee meetings;

b. receive from and distribute to the Committee reports, comments, and recommendations through the Executive Secretary;

c. endorse, sign, or otherwise certify actions of the Committee; and

d. provide, through the Executive Secretary, the necessary support for Committee activities, including the timely dissemination of meeting announcements, proposed agendas, current membership rosters, and minutes of Committee meetings.

4. The Executive Secretary shall:

a. assist and provide support to the National Manager as Executive Secretary to the Systems Security Steering Group;

b. provide administrative support to the Committee and maintain official records of Committee meetings and other activities, including the assignment of serials for documents submitted to the Committee for consideration;

c. distribute correspondence to the Chair and representatives of the Committee, the Executive Agent, the National Manager, or other government organizations, as appropriate;

d. establish and maintain a national system for promulgating the operating policies, directives, guidance, or other issuances, which may be required pursuant to NSDD-145 or as the Committee or the Chair so require; and

e. maintain a current roster of the names and security clearances of all participants in the Committee and subordinate bodies, either permanent or temporary.

5. The NSA shall provide facilities and support to the Executive Secretariat as required and other organizations represented on the Committee shall provide facilities and support as requested by the Chair, through the Executive Secretary.

#### Section V - Meetings

1. The Chair of the Committee shall not convene a meeting unless a quorum is present. A quorum shall constitute the presence of one more than one half of the representatives.

2. The Committee shall meet at the call of the Chair or, upon request to the Chair by a majority of its representatives. The Committee should meet at least once each calendar quarter, however, a minimum of two Committee meetings shall be convened each calendar year. At the final meeting each calendar year, the Committee shall establish a tentative schedule of meetings for the forthcoming year.

3. Agenda items for Committee meetings will be submitted to the Chair through the Executive Secretary and all timely submitted agenda items shall be included on the agenda. All agenda items will be taken in the normal order of business of the meeting for which proposed, unless withdrawn by the sponsor or otherwise disposed of by vote of the representatives at the meeting. The Executive Secretary shall distribute supporting material for agenda items for review by the membership prior to meetings provided that such material is submitted to the Executive Secretary sufficiently in advance of the meeting.

4. Subordinate bodies shall meet at the call of their respective Chairs or as established by Charter as necessary to accomplish assigned tasks.

5. Except in emergency circumstances, notice of scheduled Committee meetings and proposed agendas shall be provided by the Executive Secretary ten calendar days prior to the meeting date. Additions to published agendas require approval by the meeting participants.

6. Minutes of all Committee meetings shall be prepared by the Executive Secretary and submitted to the representatives for review no later than ten calendar days following the meeting. The minutes shall, as a minimum, describe and record the vote on each decision made in the meeting.

7. Minutes, summaries, or reports, as appropriate, of subordinate body meetings shall be prepared by the Chair of each subordinate body. Copies shall be provided to the Executive Secretary of the Committee no later than twenty calendar days following each meeting or the final meeting, as appropriate.

#### Section VI - Voting

1. All represented organizations shall have one vote each on matters before the Committee. The Chair shall vote in the event of a tie. All issues before the Committee will be decided, and recommendations and decisions made, by a majority vote of the representatives present and voting. Minority or dissenting views shall be recorded at the request of any representative.

2. Voting may be conducted by mail, barring written objection from any representative, in which case the Chair may call a special meeting to conduct the vote.

3. Representatives who are absent from a meeting may subsequently register, through the Executive Secretary, a formal position for the record with the Chair. Such action shall not affect the outcome of any formal vote.

4. Observers to the Committee shall neither cast votes nor be considered in determining a quorum.

5. Representatives shall neither promise nor cast proxy votes.

#### Section VII - Reporting Procedures

1. The Chair shall forward to the Committee and or Steering Group decisions, recommendations, findings, and recorded minority or dissenting views.

2. Committee representatives shall forward, through the Executive Secretary, to the Chair copies of such implementing issuances for their respective organizations as may be required by the promulgation of NTISS policies, directive, or instructions.

3. Subordinate body reports and recommendations shall be submitted, through the Executive Secretary, to the Chair for appropriate action. The receipt of reports and recommendations by the Chair shall not signify approval. Following receipt by the Chair, the reports and recommendations shall be reviewed, formally approved or disapproved, and forwarded, as appropriate.

## Appendix A

### National Telecommunications and Information Systems Security Committee Membership

#### Chair

In accordance with Section 5 of NSDD-145, the National Telecommunications and Information Systems Security Committee shall be chaired by the Assistant Secretary of Defense for Command, Control, Communications and Intelligence.

#### Representatives

Membership of the Committee shall be comprised of a voting representative of each of the following:

Assistant to the President for National Security Affairs  
The Secretary of State  
The Secretary of the Treasury  
The Secretary of Defense  
Director, Office of Management and Budget  
The Attorney General  
The Secretary of Commerce  
The Secretary of Transportation  
The Secretary of Energy  
Director of Central Intelligence <  
Chairman, Joint Chiefs of Staff  
Director, National Security Agency  
Administrator, General Services Administration  
Director, Federal Bureau of Investigation  
Director, Federal Emergency Management Agency  
The Chief of Staff, United States Army  
The Chief of Naval Operations  
The Chief of Staff, United States Air Force  
Commandant, United States Marine Corps  
Director, Defense Intelligence Agency  
Manager, National Communications System

## APPENDIX B

### NATIONAL TELECOMMUNICATIONS AND INFORMATION SYSTEMS SECURITY (NTISS) ISSUANCE SYSTEM

A National Telecommunications and Information Systems Security (NTISS) issuance system is established for purposes of promulgating objectives and policies, issuing directives and guidance, and disseminating advisory information. As a minimum, the System shall include:

1. **NTISS Policies:** May be issued by the Steering Group or the Committee through the respective Chair subsequent to approval by the members. Policy issuances reflect statements of national goals and objectives which are applicable to and binding upon the departments and agencies of the government. NTISS policies shall be issued in the following series:

001-099 General - applicable to telecommunications security (COMSEC), information systems security (COMPUSEC), and systems security countermeasures (TEMPEST).

100-199 COMSEC

200-299 COMPUSEC

300-399 TEMPEST

400-499 Reserved

2. **NTISS Directives:** These issuances are directive upon departments and agencies of the government and are promulgated by the Executive Agent, or the Chair when so delegated by the Executive Agent. Directives shall be coordinated among the representatives. Directives shall be numbered as follows:

500-599 General

600-699 COMSEC

700-799 COMPUSEC

800-899 TEMPEST

900-999 Administrative

3. **NTISS Instructions:** These issuances provide instructional guidelines and establish technical criteria on specific security matters for implementation by Committee representatives within their respective organizations. They shall be promulgated by the National Manager subsequent to coordination with the Committee and are applicable to and binding upon departments and agencies of the government. Instructions shall include technical, or implementation guidelines, restrictions, and procedures that are generally applicable to the conduct of telecommunications security and automated information security programs or activities. They shall be numbered as follows:

1000-2999 General  
3000-4999 COMSEC  
5000-6999 COMPUSEC  
7000-8999 TEMPEST  
9000-9999 Administrative

4. **NTISS Advisory and Information Memoranda:** These issuances shall provide advice, assistance, or information of general interest to all applicable departments and agencies on matters of telecommunications security and automated information systems security and shall be issued by the National Manager. They shall be numbered as follows:

GENERAL/1-(YR) -- one-up series by year  
COMSEC/1-(YR) -- one-up series by year  
COMPUSEC/1-(YR) -- one-up series by year  
TEMPEST/1-(YR) -- one-up series by year

**NATIONAL TELECOMMUNICATIONS AND INFORMATION SYSTEMS SECURITY COMMITTEE**  
**CHARTER**  
**for the**  
**SUBCOMMITTEE ON AUTOMATED INFORMATION SYSTEMS SECURITY**

The National Policy on Telecommunications and Automated Information Systems Security (National Security Decision Directive 145) authorizes and directs the establishment, under the National Telecommunications and Information Systems Security Committee (NTISSC), of a permanent Subcommittee on Automated Information Systems Security (SAISS). In accordance with the policies of NSDD-145 and the Governing Procedures of the NTISSC, this Charter specifies the organization, responsibilities, and mission of the SAISS.

Matters under the cognizance of the SAISS and subject to the deliberations and actions of the SAISS include automated information systems security and other such related areas as may be determined by the subcommittee to be appropriate.

1. The Subcommittee shall be composed of one voting representative from each organization represented on the NTISSC. One alternate for each principal SAISS representative shall be designated to act with plenary powers in the absence of the principal. Representatives, alternates, and observers shall have a TOP SECRET clearance.
2. Departments, Agencies and other government organizations committed to expeditious implementation of national automated information systems security policy, and which are not represented on the NTISSC, may be invited by the Chair, NTISSC to participate in SAISS activities. Each such organization may be represented on the SAISS by an observer, who shall have all rights and privileges of representatives, except the right to vote.
3. The SAISS Chair will be the Director, DoD Computer Security Center. The NTISSC Secretariat also will serve as the secretariat to the SAISS.
4. The SAISS representatives should meet at least once per quarter each calendar year or more often at the call of the



Chair or at the request of a majority of the representatives, but not less than two times per year. A tentative agenda for each subsequent year shall be established by the Secretariat before the end of the last quarter of the current calendar year.

5. The permanent subcommittee shall have as its procedures the following:

a. The SAISS will reach decisions on matters within its cognizance by majority vote. The Chair shall vote in the event of a tie. Dissenting views, with supporting rationale, may be provided by any representative, brought to the attention of the NTISSC Secretariat, and forwarded to the full Committee.

b. Subjects for consideration by the SAISS may be referred to it by the NTISSC or by any SAISS representative or observer. The Secretariat will at least annually specifically solicit issues from the SAISS representatives for the forthcoming year.

c. The Chair will publish an agenda and summary minutes of the SAISS and its subordinate bodies which shall be the official record of business. The agenda shall be provided 10 working days before each meeting and the minutes within 10 working days after each meeting.

d. Such other procedures as may be required to conduct the chartered activities of the SAISS may be determined by the SAISS membership.

6. The SAISS is empowered to establish such temporary subordinate bodies as may be necessary to accomplish its responsibilities under the provisions of this Charter. Such bodies will establish their own procedures, but be established only for such definite term as the SAISS designates.

7. The SAISS is responsible to the full NTISSC membership for, and reports to the NTISSC Chair on:

a. Developing, formulating and recommending, for approval and establishment by the NTISSC, specific operating policies, objectives, and priorities, affecting matters under the cognizance of the SAISS as may be required to achieve the broad automated information systems security policies and objectives established by NSDD-145, or such guidance as may be subsequently issued by the Systems Security Steering Group.

b. Developing a program to work with the private sector in accordance with NSDD-145.

c. Providing a forum for the interchange of information among NTISSC member organizations, their subordinates and representatives, on all aspects of automated information systems security.

d. Evaluating annually the status of automated information systems security with respect to established objectives and policies and submit that evaluation to the Chair, NTISSC. Included in the evaluation will be information on the threat to and evidence of exploitation of U.S. Government and government contractor automated information systems.

e. Developing automated information systems security guidance for NTISSC to provide to the departments and agencies of the government. Guidance refers to direction, decision, instruction or advice which concerns automated information systems security standards, criteria, equipments, and applications.

f. Interacting with other permanent or temporary subcommittees of the NTISSC as necessary to combine, coordinate or advise on the implementation of security or protective measures where appropriate. This interaction shall take into consideration the differing levels of technology which may prevail among or between countermeasures systems.

g. Providing status reports and identifying actions and subjects which require the attention of the NTISSC in support of promoting and expediting the implementation of automated information security programs throughout the government and, insofar as it impacts on the exchange of classified or sensitive information between industry, the government, and the private sector.

h. Performing or carrying out other responsibilities relating to automated information systems security as may be directed by the NTISSC.

8. The effective date of this Charter is 8 November 1984. The Charter and activities of the SAISS will be reviewed annually by the NTISSC.

# **NATIONAL TELECOMMUNICATIONS AND INFORMATION SYSTEMS SECURITY COMMITTEE**

## **CHARTER**

for the

### **SUBCOMMITTEE ON TELECOMMUNICATIONS SECURITY**

The National Policy on Telecommunications and Automated Information Systems Security, (National Security Decision Directive 145) authorizes and directs the establishment, under the National Telecommunications and Information Systems Security Committee (NTISSC), of a permanent Subcommittee on Telecommunications Security (STS). In accordance with the policies of NSDD-145 and the Governing Procedures of the NTISSC, this Charter specifies the organization, responsibilities, and mission of the STS.

Matters under the cognizance of the STS and subject to the deliberations and actions of the STS include telecommunications technology, secure voice systems, secure record and data systems, space and satellite telecommunications systems, weapons and strategic defense telecommunications systems, command and control telecommunications systems, compromising emanations, and other such related areas as may be determined by the Subcommittee to be appropriate. The Subcommittee also subsumes the responsibilities of the former National Communications Security Committee Subcommittee on Compromising Emanations.

1. The Subcommittee shall be composed of one voting representative of each organization represented on the NTISSC. One alternate for each principal STS representative shall be designated to act with plenary powers in the absence of the principal. Representatives, alternates, and observers shall have a TOP SECRET clearance.
2. Departments, Agencies and other government organizations committed to expeditious implementation of national telecommunications security policy, and which are not represented on the NTISSC, may be invited by the Chair, NTISSC to participate in STS activities. Each such organization may be represented on the STS by an observer, who shall have all rights and privileges of representatives, except the right to vote.
3. The Chair of the STS shall be the Assistant Secretary, Electronic Systems and Information Technology, Department of the Treasury. The NTISSC Secretariat also will serve as the secretariat to the STS.

4. The STS representatives should meet at least once per quarter each calendar year or more often at the call of the Chair or at the request of a majority of the representatives, but not less than two times per year. A tentative agenda for each subsequent year shall be established by the STS Secretariat before the end of the last quarter of the current calendar year.
5. The permanent Subcommittee shall have as its procedures the following:
  - a. The STS will reach decisions on matters within its cognizance by majority vote. The Chair shall vote in the event of a tie. Dissenting views, with supporting rationale, may be provided by any representative, brought to the attention of the NTISSC Secretariat, and forwarded to the full Committee.
  - b. Subjects for consideration by the STS may be referred to it by the NTISSC or by any STS representative or observer. The Secretariat will at least annually specifically solicit issues from the STS representative for the forthcoming year.
  - c. The Chair will publish an agenda and summary minutes of the STS and its subordinate bodies which shall be the official record of business. The agenda shall be provided 10 working days before each meeting and the minutes within 10 working days after each meeting.
  - d. Such other procedures as may be required to conduct the chartered activities of the STS may be determined by the STS membership.
6. The STS is empowered to establish such permanent or temporary subordinate bodies as may be necessary to accomplish its responsibilities under the provisions of this Charter. Such bodies will establish their own procedures, but be established only for such definite term as the STS designates.
7. The STS is responsible to the full NTISSC membership for, and reports to the NTISSC Chair on:
  - a. Developing, formulating and recommending, for approval and establishment by the NTISSC, specific operating policies, objectives, and priorities, affecting matters under the cognizance of the STS, as may be required to achieve the broad telecommunications security policies and objectives established by NSDD-145, or such guidance as may be subsequently issued by the Systems Security Steering Group.
  - b. Developing a program to work with the private sector in accordance with NSDD-145.

c. Providing a forum for the interchange of information among NTISSC members on all aspects of telecommunications security.

d. Evaluating annually the status of telecommunications systems security with respect to established objectives and policies and submit that evaluation to the Chair, NTISSC. Included in the evaluation will be information on the threat to and evidence of exploitation of U.S. Government and government contractor telecommunications systems.

e. Developing telecommunications systems security guidance for NTISSC to provide to the departments and agencies of the government. Guidance refers to direction, decision, instruction or advice which concerns telecommunications security standards, criteria, equipments, and applications.

f. Interacting with other permanent or temporary subcommittees of the NTISSC as necessary to combine, coordinate or advise on the implementation of security or protective measures where appropriate. This interaction shall take into consideration the differing levels of technology which may prevail among or between countermeasures systems.

g. Providing status reports and identifying actions and subjects which require the attention of the NTISSC in support of promoting and expediting the implementation of telecommunications security programs throughout the government and, in so far as it impacts on the operations of related communications between industry, the government, and the private sector.

h. Performing or carrying out other responsibilities relating to telecommunications security as may be directed by the NTISSC.

8. The effective date of this Charter is 8 November 1984. The Charter and activities of the STS will be reviewed annually by the NTISSC.